

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH**

**INSTRUCTIONS FOR FILING A PERMIT APPLICATION FOR  
SOLID WASTE MANAGEMENT FACILITIES  
(NOT FOR PERMIT BY RULE)**

**GENERAL INSTRUCTIONS**

1. State of Hawaii, Department of Health, Administrative Rules, Title 11, Chapter 58.1-04, "Solid Waste Management Control," states that it shall be unlawful for any person to establish, modify, or operate any solid waste management facility or a part thereof or any extension or addition thereto without a permit issued by the Department.
2. Complete this application with the required attachments. The application package consist of the application form; Attachments P-1 through P-6 for the specific facility type; the Supplemental Attachment P-3 for Innovative Technologies, if the facility is utilizing an innovative technology; and the corresponding filing fee. If the facility is an integrated facility, such that it utilizes multiple solid waste management operations (i.e. landfill and transfer station; medical and foreign waste treatment; recycling and composting), then the information provided in the application package shall include information requested in all pertinent Attachments, and the sum of all applicable filing fees.
3. Submit the original application package at least one hundred eighty (180) days prior to the proposed start or modification date of construction/operation, or 180 days prior to the expiration of an existing permit for continued operation to:

Department of Health  
Environmental Management Division  
Solid and Hazardous Waste Branch  
P.O. Box 3378  
Honolulu, Hawaii 96801-3378

Completed applications and attachments are necessary in order that the review and analysis of your application for a solid waste management permit not be delayed. (Applications for major facilities such as municipal solid waste landfills may require a greater review period.)

4. **Confidential Information.** Section 342H-14, Hawaii Revised Statutes, states that permit applications and reports on the disposal or management of solid waste submitted to the Department shall be made available for inspection by the public during established office hours unless such report contain information of a confidential nature concerning **secret processes or methods of manufacture**. If you feel the information, or a part thereof, that you submit to the Department warrants confidentiality, the applicant shall identify in writing the specific information asserted to be confidential, including a justification of that assertion for Department review. All information not asserted to be confidential by the applicant shall be treated as public report.

5. A filing fee, in accordance with the attached fee schedule, must be paid by the applicant at the time the application is submitted and shall not be refunded nor applied to any subsequent application following final action of cancellation or denial for an application.
6. Checks or money orders shall be made payable to the State of Hawaii.
7. A request for a duplicate permit shall be made in writing to the Director within ten days after the destruction, loss, or defacement of a permit. A fee of \$50.00 shall be charged and submitted with the request.
8. The Director may require complete and detailed plans or reports (i.e. design plans, engineering reports, site assessment, sampling and analysis) on existing or proposed facilities, or modifications thereto. The plans or reports shall be made by a competent person acceptable to the Director at the expense of the applicant or owner.
9. If you have any questions, please call the Solid Waste Section at (808) 586-4226. Our staff is available to assist you in understanding exactly what information and detail is requested in the attachments.

#### **FEE SCHEDULE**

Every applicant for a permit shall submit a filing fee in accordance with the following fee schedule:

A.	Solid Waste Disposal Facilities		
1.	Landfills	\$1,000	
	Greater than twenty tons/day		
	Less than twenty tons/day	250	
2.	Incinerators		
	Greater than twenty tons/day	1,000	
	Less than twenty tons/day	250	
B.	Solid Waste Storage, Handling and Processing Facilities		
1.	Transfer Stations		
	Less than one hundred tons/day	100	
	Over one hundred tons/day	250	
2.	Recycling and materials recovery facilities		
3.	Salvage facilities	50	
C.	Solid Waste Reclamation Facilities		
1.	Composting	50	
2.	Remediation	250	
D.	Special Wastes Facilities		
1.	Special waste landfill	500	
2.	Medical wastes	100	
3.	Foreign wastes	100	
4.	Other non-specific technologies	300	